Avita Community Partners Board of Directors Annual Meeting Meeting Minutes

DATE: June 26, 2012		TIME: 7:18 p.m. – 8:20 p.m.		
PLACE: Board Room @ A	dministrative Office	PRESIDING: Quentin Carr, Board Chair		
Attendance				
Quentin Carr		Deborah Mack	∑ Yes ☐ No	
Al Gonzalez	☐ Yes ⊠ No	Anne Mundy	⊠ Yes ☐ No	
Joe Hirsch	∑ Yes ☐ No	Sarah Ruckstaetter	⊠ Yes □ No	
Laurice Jennings		Marilyn Woodruff	∑ Yes ☐ No	
Rufus Larkin	⊠ Yes □ No	Alice Worthan	∑ Yes ☐ No	

10 Filled Positions (6 Vacancies)

Agenda Items	Key Discussion Points/Outcomes /Decisions/Action Items	By Whom	By When
Spotlight on Services	Client Satisfaction Report		
	Roger Scott presented the results of the 2011 survey. Overall the results		
	were positive. We exceeded or equaled the benchmark on 21 out of 23		
	indicators. We use the data to determine how we can improve, identify		
	themes, and focus on the areas that had negative responses.		
Welcome & Call to Order	The May 22, 2012 meeting of the Board of Directors was called to order by		İ
	Board Chair, Quentin Carr at 7:18 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Alice Worthan; second by Joe		ļ
	Hirsch. Motion carried.		
Determine Presence of a	A quorum was present with 9 Board members attending this meeting.		
Quorum			
Review of Minutes	Motion to approve the May 22, 2012 minutes was made by Anne Mundy;		
	second by Alice Worthan. Motion carried.		
Business	Board Chair Report		
	Barbara Cone will be starting her term next month.		
	The 3 at large members will affirm their oath of office next month.		
	Joe Hirsch knows a potential candidate from Towns County who is		
	interested in filling that vacancy. We are waiting for a letter from		
	Commissioner Bill Kendall.		
	CEO Report		
	News Articles		
	Dream Weavers participated in the Summer Solstice Event on June 21 st		
	Dream Weavers Play at Piedmont College Theater		
	Cindy highlighted the following in her report which was previously emailed.		
	State Contracts for FY13		
	Survey mailed to 160 community partners		
	Avita sponsored the Children's Center for Hope and Healing		
	educational conference		
	Purchased a van for the Gainesville Clubhouse with funds awarded		
	from the Jackson EMC grant		
	Drum Café at the Gainesville Clubhouse		
	ATIVA sponsored a child to attend an Invention Camp	1	
	Ariva sponsored a child to attend an invention camp Avita's family picnic		
	Behavioral Health Link in cooperation with DBHDD and the Crisis Stabilization Units implemented an electronic dashboard.		
	Stabilization Units implemented an electronic dashboard		
	Pending litigation		

Agenda Items	Key Discussion Points/Outcomes /Decisions/Action Items By Whom By When
W (1) 10 10 10 10 10 10 10	Avita Dream Weaver's are hosting a day of storytelling and celebration
	on June 28 th
	Positive margin of \$56,217 for May
	o FY11 deficit \$303,424
	o FY12 YTD is positive \$289,052 with one month remaining
	o In one year we made up \$592,476
	We focused on maximizing revenue and decreased our
	expenses
	Cindy proposes a financial reward to employees after we see how FY12 closes
	HOW F112 Closes
	Financial Update
	Victor Bowers reported a net surplus of \$56,216 for the month and
	\$289,052 for the YTD.
	Favorable Revenue & Expense Variances
	Medicare due to retro billing, LPC services and other approved
	providers
	Front desk personnel collecting client fees and insurance co-pays
	Clubhouse funds
	Decrease in state benefits
	Unfavorable Expense Variances
	Contract doctors
	Family support and respite services
	13 Months Comparative Profit & Loss
	The following line items had a substantial increase and Victor explained the
	reason why.
	Line 413 – survey's printed and mailed to community providers
	Line 423 – accruals for expected surge in family support services
	Line 429 – accruals for expected surge in respite services
	Line 457 – actual expense reports submitted by staff
	Line 464 – couple of cases we asked for legal advice on
	August Adoution of Budget
	Annual Adoption of Budget Victor presented the budget for FY13. Anne Mundy made the motion to
	accept and approve the budget; second by Joe Hirsch. Motion passed.
	accept and approve the budget, accord by socialistic motion passes.
	Election of Officers for FY13
	Quentin opened the floor for additional nominations. Anne Mundy made
	the motion to close the nominations; second by Joe Hirsch. Printed ballots
	were marked, collected and the vote was unanimous. The FY13 officers will
	affirm their oath of office next month.
	Annual Approval of Board Policies
	1. Corporate Responsibility
	2. Ethical Standards
	3. Billing & Fee Collection
	4. Conflict of Interest
	5. Media Relations
	Rufus Larkin made the motion to approve the policies; second by Alice
	Worthan, Motion passed.
	Annual Approval of Bylaws
	No amendments to the bylaws. Laurice Jennings made the motion to
	approve; second by Alice Worthan. Motion passed.

Agenda Items	Key Discussion Points/Outcomes / Decisions/Action Items	By Whom	By When
Agency of the State of the Stat	Board Chair Designate Parliamentarian for FY13		
	Quentin Carr made the motion to reappoint Anne Mundy; second by Joe Hirsch. Motion passed.		
	Shelter Plus Care Grant Renewal		
	Quentin Carr made the following motion: I move that we approve the		
	renewal of the Georgia Department of Community Affairs (DCA), Shelter		
	Plus Care Grant award by authorizing staff in the following capacity to be		
	signers to draw funds from DCA on behalf of Avita Community Partners:		
	Chief Financial Officer, Chief Operations Officer, and Fiscal Operations		
	Manager. Second by Anne Mundy. Motion passed.		
	Face-to-Face Committee Meetings		
	Open Records Act states that meetings have to be in person. Quentin Carr		
	suggested on months designated as committee meetings we don't have a		
	full board meeting but have the respective committees meet. Board		
	Governance will discuss further and make a recommendation.		
Announcements	Dream Weavers event on June 28 th		
Adjournment	Motion to adjourn by Laurice Jennings; second by Marilyn Woodruff.		
_	Motion carried and the June 26, 2012 Board meeting was adjourned at 8:20		<u> </u>
	p.m	1	
Chair's signature indicati	ng approval		

Quentin Carr

Date Approved

Respectfully submitted,

Regina Grusham Regina Grisham

Recording Secretary